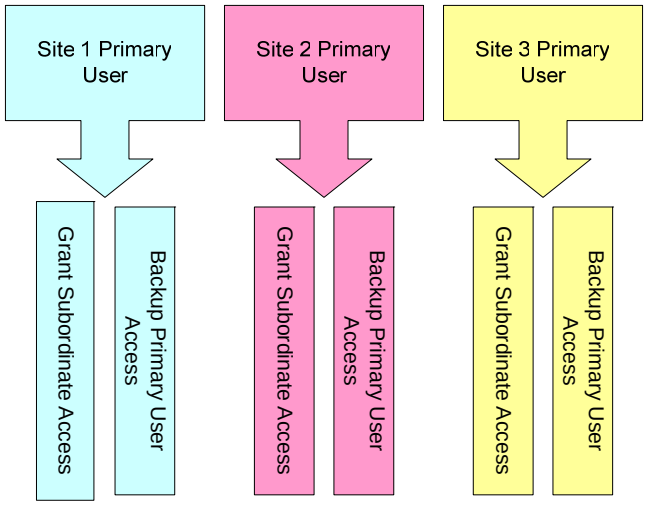
Scenario 4. Provider Registration and Security Access for a Group Practice with Three Site Locations with a Separate Primary User for Each Site

In this scenario, a group practice office with three additional site locations and will manage security access to the Provider Online Service Center (POSC) by assigning a primary user at each site location. Each site will assign a "back-up" primary user at their facility to manage security in their absence.

Group practice office ⇨ three additional site locations ⇨ four MassHealth legacy IDs.

- Each of the four sites receives a security access registration letter that includes a provider identification number (PIN), NewMMIS Provider ID/Service Location, and the first 5 digits of the legacy (current) MassHealth provider number.
- Each of the four site locations must designate a primary user at each site to manage access to the POSC. (See definition of primary user below).
- The primary user at the site must establish subordinate IDs for individuals within the organization, and grant access to the POSC transactions (see list of POSC transactions in the sample letter attached to All Provider Bulletin 181) applicable to the individual's job function.
- If the group chooses to designate one site location as a primary user for all four sites, then each site must grant primary access to this one site to allow that site's primary user to administer and manage the security access for the four site locations.



Primary User – a designated individual within an organization who will administer and be responsible for managing the access to the Provider Online Service Center (POSC). The primary user will be the only person with authority to establish subordinate access, delete subordinate access, update subordinate access, and reset passwords for subordinates for members of the organization. Additionally, the primary user will be able to link to billing intermediaries and other entities (for example, affiliated offices) to share data and/or grant them access to perform services on the organization's behalf.